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All Persons Interested

Records Administrator

PN# 103248

Finance and Administration

Administrative Services Division

Records Management

611 Walker, 10th Floor

M - F, 8:00 a.m. - 5:00 p.m.*

***Subject to change**

Develops, implements and maintains a records management program for the City of Houston. Works with departments to develop and implement records management policies and procedures. Analyze and assign retention periods to record series in departments. Install, maintain and troubleshoot computer applications for records management on stand-alone and network servers. May serve as liaison to the Texas State Library. May be required to drive on city business.

The position is physically comfortable and has the discretion about walking, standing, etc.

Requires a Bachelor's Degree in Business Administration or a related field.

Four (4) years of progressively responsible experience in records management required. Responsible professional records management experience may be substituted for the educational requirement on a year-for-year basis.

Valid Driver's License and compliance with City of Houston policy AP2-2.

Records management experience including retention scheduling, archive indexing and records destruction. Familiarity with computer technology, database management applications and networking administration. Experience making presentations and conducting training sessions. Familiarity with document scanning and imaging procedures and technology.

None

Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23
\$1,347 - \$1,856 Biweekly \$35,022 - \$48,256 Annually

March 2, 2005

Open Until Filled

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-99496.**

An equal opportunity employer